

Waldo County District Attorney's Office  
Legal Secretary Position

This position performs secretarial and other specialized work in the District Attorney's office (DA's). Primary duties include answering the phone, greeting the public, entering all information for adult District Court cases into the computer system, distributing discovery material, assisted the Administrative Legal Secretary with restitution, filing, obtaining police reports for in-custody defendants. Prepares all legal papers for District Court.

Job Related Skills and Qualifications:

Applicants must be able to pass a background, criminal and motor vehicle record check. Excellent communications skills and the ability to follow oral and written instructions. Have excellent computer skills and the ability to work under high pressure conditions, meeting deadlines, including but not limited to handling multiple tasks. Must have the ability to follow complicated procedures and use good judgment.

Education/Training:

Minimum High School Diploma or equivalent, with two years training in secretarial or other administrative duties. Knowledge in basic legal terminology and the criminal justice system desired, but not mandatory.

The County of Waldo offers and excellent benefits package. Pay Level commensurate with experience.

Applications and job descriptions are available at the District Attorney's Office, located in the Superior Court building at 137 Church St. Belfast.

Applications, Resume and Cover letters are due  
Thursday, June 6, 2013 by 4:00pm.  
Mail, Fax or email to:

Waldo County District Attorney's Office  
137 Church St.  
Belfast, Me 04915  
Ph. 338-2512  
Fax 338-6792

Email: [deputyda@waldocountyme.gov](mailto:deputyda@waldocountyme.gov)

Waldo County is an equal opportunity employer.